

**JOB DESCRIPTION
ST. CLAIR STREET SENIOR CENTER
PART-TIME CUSTODIAN**

1. **JOB TITLE:** PART-TIME CUSTODIAN
2. **DEFINITION:** The part-time Custodian is responsible for maintaining the overall cleanliness of the Senior Center facility, the grounds surrounding the facility, and assisting with set up for activities. This position is under the supervision of the Senior Center Director or in the Director's absence, the Administrative Assistant. Set up for activities is in coordination with the programming staff. All employees are responsible to the City Manager. The Custodian must be able to judge work and make changes as needed to fulfill duties. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, as having an occupational exposure to bloodborne pathogens and, as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post accident, random, promotion and transfer, return to duty, and follow-up drug and alcohol testing. The employee is subject to a pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements of the position.
3. **EQUIPMENT/JOB LOCATION:**
 - a. The Custodian uses cleaning equipment including mops, brooms, buffing machines, vacuum cleaners and other kinds of janitorial equipment.
 - b. The employee will work primarily inside the facility and intermittently outdoors on the grounds, possibly in inclement weather conditions. The Custodian is exposed to dirt, dust, trash, grease, body fluids, and cleaning chemicals. The Custodian may have occupational exposure to bloodborne pathogens and is entitled to the Hepatitis B vaccine.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Sweeps, mops, and waxes floors, vacuums and cleans carpet on a routine basis.
 - b. Cleans windows and changes light bulbs as needed.
 - c. Dusts and/or polishes furniture, window ledges, walls, ceilings light fixtures etc.
 - d. Maintains and cleans restrooms and drinking fountains on a routine basis.
 - e. Picks up litter and waste paper on the grounds surrounding the building.
 - f. Empties trash cans and cleans containers as needed; removes garbage from inside the building and sets out cans for pick up.
 - g. Replaces soap and paper products in dispensers.
 - h. Assists in setting up and taking down equipment for activities.
 - i. Carries equipment, tables, chairs, and other objects weighing up to 50 pounds.
 - j. Requests supplies and equipment as needed.
 - k. Cleans and maintains equipment and tools.

- l. Utilizes safety measures and assists in the overall safety at all times inside the building and on the grounds.
- m. Must be able to perform job duties as described on essential functions addendum.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Occasionally moves miscellaneous office equipment and furniture.
- b. Performs minor building maintenance.
- c. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- a. Must be eighteen years of age or older.
- b. Education equivalent to graduation from an accredited high school.
Education may be waived by experience.
- c. Must have authorization to work in the United States.
- d. Must pass a pre-employment drug screen.
- e. Knowledge of basic custodial procedures and ability to complete assigned tasks within work time.
- f. Knowledge of and the ability to operate janitorial equipment such as buffers, carpet cleaners, etc.
- g. Knowledge of and the ability to use common hand tools such as hammers, screwdrivers, pliers, etc.
- h. Ability to perform a variety of routine, repetitive cleaning tasks and semi-skilled tasks.
- i. Must have sufficient physical strength and ability to independently and repeatedly lift, move, and carry objects weighing up to 50 pounds and to repeatedly lift, move and carry objects weighing more than 50 pounds with assistance.
- j. Ability to climb ladders up to 18 feet and to change light bulbs at heights up to 18 feet.
- k. Must be able to distinguish between cleaning materials.
- l. Some knowledge and/or the ability to learn about occupational hazards and safety precautions.
- m. Ability to understand and carry out verbal and written instructions.
- n. Ability to carry out duties with a minimum of daily supervision.
- o. Ability to perform the duties of the job for an entire workday.
- p. Ability to report to work as scheduled and notify the appropriate individual in advance if unable to work.
- q. Ability to establish and maintain an effective working relationship with other staff and with the public.
- r. Must be able to pass physical abilities test/post offer screen for employment.

Non-Exempt
Safety Sensitive
08/15/02

CITY OF MURFREESBORO CUSTODIANS

A custodian will apply for employment at one of the four facilities with the City of Murfreesboro. These facilities include: 1) St. Clair Street Senior Center, 2) Murfreesboro Police Department, 3) General and Administrative Department, or 4) Murfreesboro Parks and Recreation Department. The custodian is responsible for maintaining the overall cleanliness of the facility they are working for and the grounds surrounding the facility. The custodians are also responsible for the set-up of activities at their designated facility.

Physical Demands

Rarely – suggests the employee is required to perform tasks less than 8 repetitions per hour, or less than 33% of the day.

Occasional – suggests the employee is required to perform tasks 8-15 repetitions per hour, or 33% of the day.

Frequent – suggests the employee is required to perform tasks 16-32 repetitions per hour, or 34-65% of the workday.

Constant – suggests the employee is required to perform tasks 33 or more repetitions per hour, or 66% or higher of a workday.

<u>Lift</u>	<u>Rarely</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<20#			X	
20-50#		X		
50-75#		X		
75-100#	X			
>100#	X			
<u>Push/Pull</u>				
<50#			X	
50-100#		X		
100-150#	X			
>150#	X			

Depending on the job duties assigned for the day the employees may be performing lifting and pulling on a more frequent or less frequent basis. However, job duties may change throughout the week depending on the needs of the individual department for the custodian.

Bending/Squatting/Twisting/Crouching – Is required constantly throughout the day while mopping, dusting, painting, sweeping, vacuuming, polishing, buffing the floors, etc. Also required emptying trash, changing light bulbs and moving furniture.

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Pushing/Pulling – Is required constantly moving equipment, and furniture, mopping, painting, sweeping, vacuuming, and buffing floors. Also used when using a 12-foot pole to clean the outside windows.

Lifting/Carrying – Is required frequently during the day moving equipment and furniture for cleaning purposes or setting up for a function. Required for storing cleaning supplies, painting, using 12-foot pole to clean outside windows, removing trash and using hand tools.

The following items were weighed and can be lifted, carried, pushed, pulled or manipulated in a fashion using all 4 components.

<u>Item</u>	<u>Weight</u>
55 gallon trash bag (filled with paper products).	10#
	32#
	28#
Vacuums	23#
	15#
Tables	60#
	50#
Chairs	10#
	22#
Box of bleach	12#
Box of Lysol	30#
Desks	150#
	220#
Wet vac (on four wheels)	60#
High speed buffer (on four wheels)	100#
Filing cabinet	220#
5-gallon mopping bucket	32#

Employees are able to get help lifting heavy objects, but must be able to lift up to 50# without assistance. Dollies are available to help with moving equipment and furniture.

Standing/Walking – Can be required constantly throughout the day depending on the job duties assigned.

Sitting – Required occasionally. Able to sit during breaks and at lunch.

Reaching – Required constantly painting, sweeping, cleaning windows, dusting, buffing, mopping, changing light bulbs, etc.

Manual dexterity/Gripping – Required constantly while performing cleaning duties. Also required occasionally using small tools including: hammers, screwdrivers, wrenches, pliers, small drills, etc.

Fine Motor Control – Can be performed when using small hand tools and changing light bulbs.

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Overhead activity – Required frequently painting, washing outside windows, changing light bulbs, and dusting high placed objects.

Climbing – Climbing ladders is required when changing light bulbs, and painting. Also required to ambulate stairs.

Tools handled:

Hammer
Screwdriver
Wrenches
Vacuum
Buffer
Wet vac
Mop
Broom
Small drills
Pliers
Paint brush

Work Conditions

Exposed to:

Hot temperatures
Cold temperatures
Sudden changes in temperatures
Noise
Slippery surfaces
Rain
Snow

Need physical ability for:

Squatting
Bending/Crouching
Stooping
Hand gripping
Fine motor control
Twisting
Hand/Eye coordination
Pushing/Pulling
Lifting/Carrying
Reaching
Overhead activity
Climbing
Kneeling